

RETIREE ACCUMULATED SICK LEAVE (RASL) PROGRAM

Retiree Section of GAO-SL-50	Agency Section of GAO-SL-50
<input type="checkbox"/> Provided required personal information. You may update your mailing address anytime on <a href="http://yes.az.gov">yes.az.gov</a> . You have YES access for 4 years after State separation.	<input type="checkbox"/> Verify retiree section is accurate and complete.
<input type="checkbox"/> Retirement System selected from one of the five choices, and Retirement Date provided (not last day of work).	<input type="checkbox"/> Retiree must submit original signed Form GAO-SL-50. Faxes or photocopies cannot be accepted.
<input type="checkbox"/> If applicable, enrolled with the state-sponsored deferred compensation provider prior to separation date.	<input type="checkbox"/> Agency RASL Liaison name and contact information. Person to be contacted for RASL application issues.
<input type="checkbox"/> If applicable, mailed <b>RASL Deferral Notification Form</b> directly to the state-sponsored deferred compensation provider at the Phoenix mailing address on the Form. Do not give it to your agency deferred compensation rep.	<input type="checkbox"/> <b>SEPARATION DATE.</b> Attach HRIS print screen of HR11 "Main" page showing status of <b>R2, T2</b> or <b>U2</b> with <b>Termination</b> filled in.
<input type="checkbox"/> Selected preferred payment method: direct deposit or paper check (warrant). You may select an account in HRIS/YES, or for a new account please provide a VOID check with printed name or letter from financial institution. Starter checks and deposit slips are not acceptable. Handwritten account information is not acceptable.	<input type="checkbox"/> <b>DATE OF RETIREE FINAL PAYCHECK.</b> Wait until all agency wages and accrued leave has been paid.
<input type="checkbox"/> <b>Federal Tax Withholdings (IRS Form W-4)</b> <input type="checkbox"/> <b>Arizona Tax Withholdings (AZDOR Form A-4)</b> You may use the same tax withholding rates currently in HRIS/YES. You may change your tax withholding rates anytime on <a href="http://yes.az.gov">yes.az.gov</a> . Or, you may attach Forms IRS W-4 and/or AZDOR A-4 and we will input the new tax withholding rates for you. However, if you are currently "EXEMPT" in HRIS/YES then you <u>must</u> attach Form IRS W-4 and/or AZDOR A-4 to be "EXEMPT" from tax withholdings for RASL payments. Claiming "EXEMPT" from tax withholdings requires that you submit a new IRS W-4 and/or AZDOR A-4 each year.	<input type="checkbox"/> <b>SICK LEAVE BALANCE.</b> Attach HRIS print screen "Time Accrual Balances". With the exception of Sick Leave, all balances <u>must</u> be <b>0.0000</b> .
<input type="checkbox"/> Completed beneficiary information or wrote "NONE."	<input type="checkbox"/> <b>HOURLY RATE ON SEPARATION DATE.</b> Attach HRIS print screen of HR11 "Pay".
<input type="checkbox"/> Initialed all eight (8) certification statements.	<input type="checkbox"/> A completed RASL application includes 5 pages: (1) Form GAO-SL-50. (2) Print screen of status and term date.* (3) Print screen of leave balances. (4) Print screen of rate of pay. (5) Checklist with Instructions. <b>No other screen prints or pages are required.</b>
<input type="checkbox"/> Form must be signed and dated by retiree or beneficiary.	<b>Additional Agency HR and Agency PR tasks:</b> (No screen prints are required for the following tasks.)
<input type="checkbox"/> Submit original (no faxes, no copies) of Form GAO-SL-50 to Agency RASL Liaison in Human Resources or Payroll.	<input type="checkbox"/> Insurance and retirement deductions are end dated.* Contact <a href="mailto:benefitsissues@azdoa.gov">benefitsissues@azdoa.gov</a> . Wait until you actually <u>see</u> that the deductions have been end dated before submitting application.
<input type="checkbox"/> Do <u>not</u> submit application directly to the GAO. Your agency will forward your application to the GAO <u>after</u> you receive your final agency paycheck.	<input type="checkbox"/> Direct deposits (XR12.1) are end dated.
	<input type="checkbox"/> Additional payments (ZR30.1) are end dated.
	<input type="checkbox"/> Do NOT end date transit (bus) card deductions, deferred compensation, taxes or garnishments.
	* Retiree must be in <b>R2, T2</b> or <b>U2</b> status and benefit deductions end-dated <b>before</b> Form GAO-SL-50 and attachments are submitted to the GAO.
<hr/> Retiree or Legal Representative Signature and Date	<hr/> Agency RASL Liaison Signature and Date